

Woodlands Park Primary School

Job Description - Cleaner

Job No - G0979 12 $\frac{1}{2}$ hours per week, 41 weeks per annum

Post: Cleaning staff

Responsible to: Headteacher/Site Manager

Job Purpose: To provide a clean and hygienic environment by cleaning and associated duties throughout the school to the Schools Standards.

Specific Responsibilities include:

- Cleaning, washing, sweeping, mopping, dusting, polishing and vacuum cleaning of designated areas to the required standard.
- Emptying litter bins etc, and removing waste to designated areas
- Cleaning of toilets and changing rooms to the required standard.
- Spray cleaning, scrubbing floors and re-sealing with polish.
- Using powered equipment where necessary (scrubbing machines, wet pick-up machines, vacuum cleaners).
- Cleaning working surfaces and other furniture as directed.
- Cleaning of immediate outside areas
- To attend team meetings as directed
- Cover for sickness and Site Managers annual leave where necessary
- Undertake any other duties which may reasonably be regarded as within the nature of the duties and responsibilities of the post as defined, subject to the proviso that normally any changes of a permanent nature shall be incorporated into the job description in specific terms.

Health & Safety:

- Take measures to ensure your safety and that of other school users
- To ensure that you are aware and adhere to any Health & Safety issues related to your post. (Safety data sheets, manufacturers instructions, cleaning machines)
- To attend annual training
- All issues relating to health & safety to be report to the Site Manager
- All First aid issues to be reported and documented.

Miscellaneous Duties:

- There is a detailed school deep clean carried out in the last week of the Easter and Summer breaks
- To maintain confidentiality at all times